

Quick Start Guide

Outlook '02/3: Guidelines for email account setup

Website: Microsoft Outlook '02/3 - <http://office.microsoft.com/en-us/FX010857931033.aspx>

License: Software to be purchased at Microsoft

Sample Configuration parameter:

User Information:

Your name: Name Surname

Email address: user@your-domain.com

Server Information:

Incoming (POP3) mail server: pop.your-domain.com (port 110)

Outgoing (SMTP) server: smtp.your-domain.com (port 587)

Account name: user@your-domain.com

Password: mailbox password

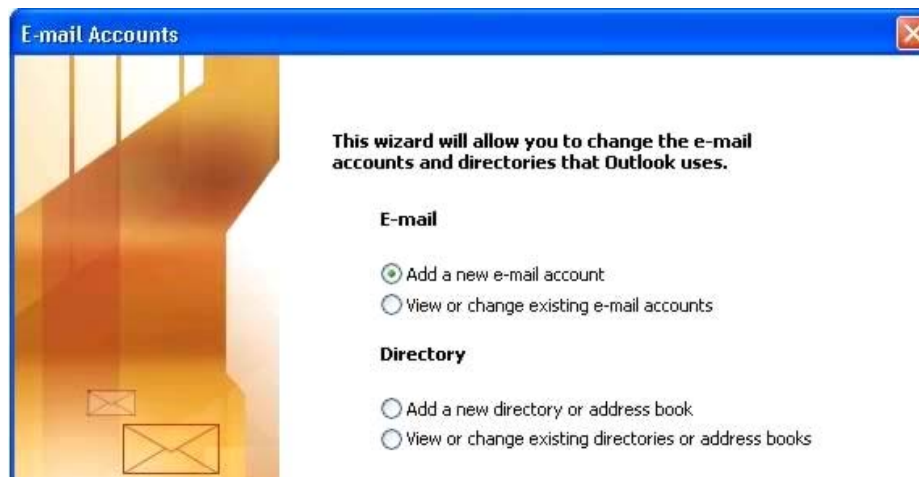
(where 'your-domain.com' is the name of your registered domain with Hetzner)

Guidelines for new email account setup:

1. Launch Outlook '02/3
2. Select 'Tools' from the top menu bar
3. Select 'Email Accounts'



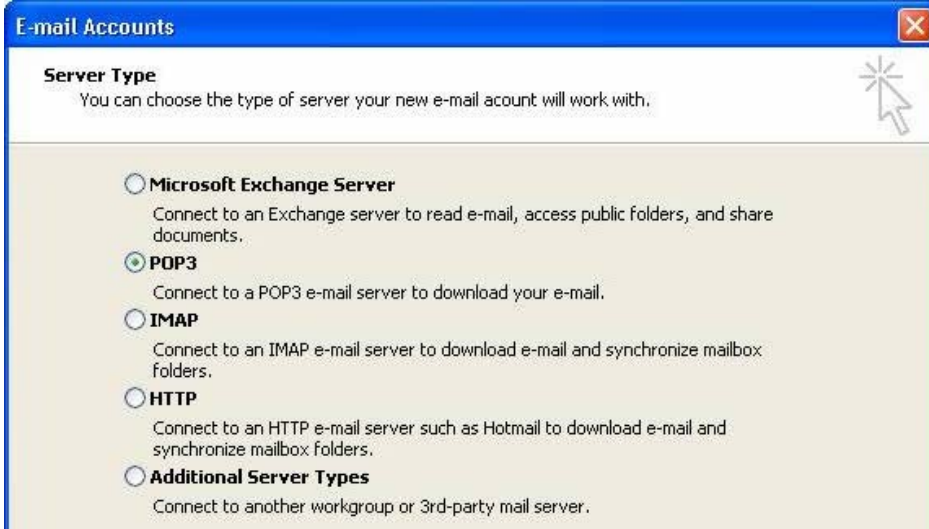
4. On the pop-up, select 'Add a new email account' and select 'Next'



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5. Select 'POP3' as the server type



The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The text reads: 'You can choose the type of server your new e-mail account will work with.' Below this, there are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected.

6. Enter all the relevant details



The screenshot shows the 'Internet E-mail Settings (POP3)' dialog box. It contains several sections: 'User Information' with fields for 'Your Name' (Name Surname) and 'E-mail Address' (user@yourdomain.com); 'Server Information' with fields for 'Incoming mail server (POP3)' (pop.yourdomain.com) and 'Outgoing mail server (SMTP)' (smtp.yourdomain.com); 'Logon Information' with fields for 'User Name' (user@yourdomain.com) and 'Password' (*****), and a checked 'Remember password' checkbox; and 'Test Settings' with a 'Test Account Settings ...' button. There is also a 'More Settings ...' button at the bottom right.

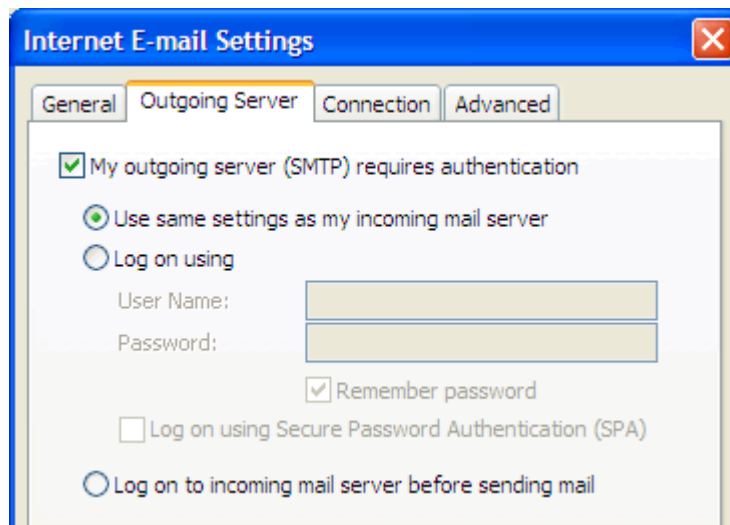
7. Check that the following Internet Email Setting are correct: POP3 and SMTP servers; your username should be your full email address
8. Select 'More Settings'

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9. On the pop-up, select the 'Outgoing Server' tab
10. Ensure that the 'My outgoing server (SMTP) requires authentication' checkbox is selected, as well as 'Use same setting as my incoming mail server'



11. Select the 'Advanced' tab
12. Set the Outgoing Server (SMTP) port to 587
13. The Incoming Server (POP) port should be set to the default setting, 110
14. Click 'OK' to save these settings
15. Click 'Next' and 'Finish'
16. Your Outlook mail program should now be set-up to send and receive mail

Note: If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).

Guidelines for existing email account setup:

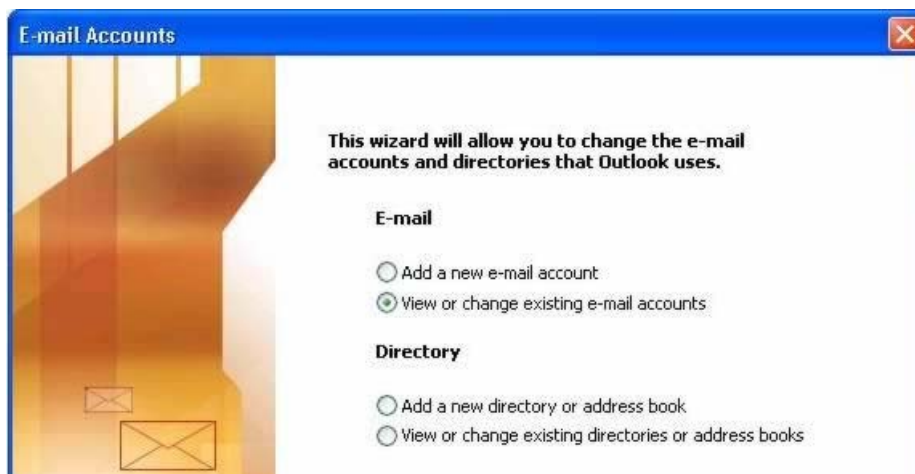
1. Launch Outlook '02/3
2. Select 'Tools' from the top menu bar
3. Select 'Email Accounts'

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4. On the pop-up, select 'View or change existing email accounts' and select 'Next'



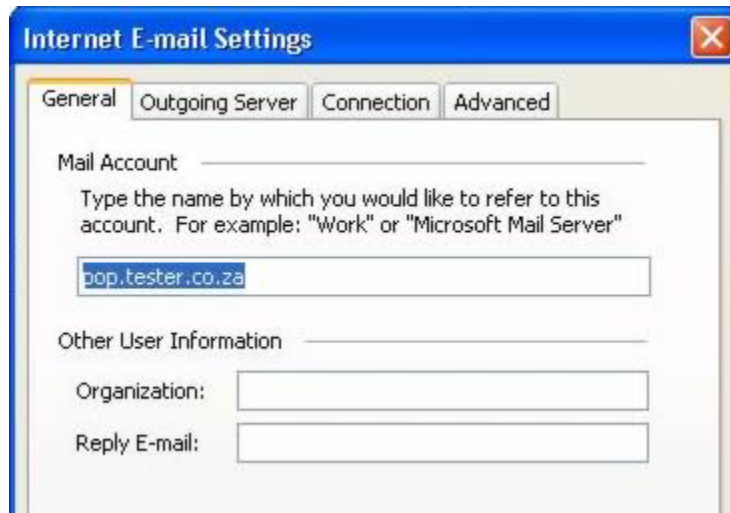
5. Select the account that is sending/receiving email from your domain name under the list of email accounts



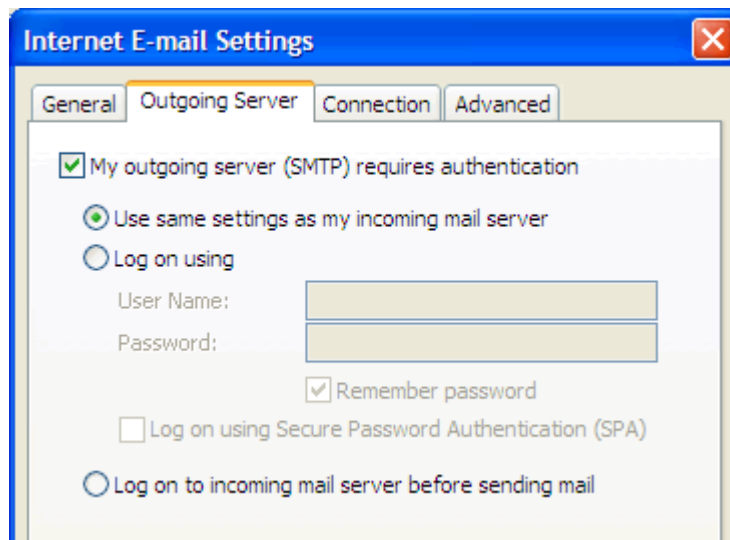
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6. Select 'Change...'
7. Check that the following Internet Email Settings are correct: POP3 and SMTP servers, your username should be your full email address
8. Select 'More Settings'



9. On the pop-up, select the 'Outgoing Server' tab
10. Ensure that the 'My outgoing server (SMTP) requires authentication' checkbox is selected, as well as 'Use same settings as my incoming mail server'



11. Select the 'Advanced' tab
12. Set the Outgoing Server (SMTP) port to 587
13. The Incoming Server (POP) port should be set to the default setting, 110
14. Click 'OK' to save these settings
15. Click 'Next' and 'Finish'
16. Your Outlook mail program should now be set-up to send and receive mail

Note: If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).